

Student Transferring OUT Of Your School:

Transfer Mode	Student Status (Testing Minimum)	District Actions	Student Required to Retake Domain(s)?
Online to Online	One+ Domain Complete	1. Do NOT unassign the student from the 2016 WIDA test cycle in the Secure Site.	No
Paper to Paper	One+ Domain Complete	1. Do NOT unassign the student from the 2016 WIDA test cycle in the Secure Site 2. The sending district will securely transfer the partially completed test booklet to the receiving district.	No
Online to Paper	Two+ Domains Complete	1. Do NOT unassign the student from the 2016 WIDA test cycle in the Secure Site. 2. Student must complete Listening and Reading to generate the Tier Placement Report in WIDA AMS. The sending district notifies the receiving district of Writing and Speaking Tiers.	No
Online to Paper	One Domain Complete	1. Do NOT unassign the student from the 2016 WIDA test cycle in the Secure Site. 2. The sending district notifies the receiving district that this student will need to retake the one domain that was completed.	Yes, would need to retake the one domain that was originally completed online.
Paper to Online	One+ Domain Complete	Not possible; follow instructions for Paper to Paper process.	No

Student Transferring TO Your School:

Transfer Mode	Student Status (Testing Minimum)	District Actions	Student Required to Retake Domain(s)?
Online to Online	One+ Domain Complete	<ol style="list-style-type: none"> 1. The receiving district must contact the previous school to find out which domains the student has already taken. 2. New students need to be assigned to the Spring 2016 WIDA test cycle in the Secure Site and the following day the student will be loaded into AMS. 3. The receiving district will need to enter new student into new or pre-created test sessions. 	No
Paper to Paper	One+ Domain Complete	<ol style="list-style-type: none"> 1. The receiving district should contact the previous school to find out when the partially completed test booklet will be received. 2. New students need to be assigned to the Spring 2016 WIDA test cycle in the Secure Site and the following day the student will be loaded into AMS. 3. The receiving district will place a new District/School Label on the booklet and complete the demographic information using Michigan's Goldenrod Sheet. 4. District must update the State Defined Optional Data field with a new 10-digit barcode number found in the Pre-ID Student report in the BAA Secure Site. 	No
Online to Paper	Two+ Domains Complete	<ol style="list-style-type: none"> 1. The receiving district will contact the sending district to request notification of the student's tiers from the Tier Placement Report. 2. New students need to be assigned to the Spring 2016 WIDA test cycle in the Secure Site and the following day the student will be loaded into AMS. 3. The receiving district will use overage or order Additional Materials to administer the remaining domains, return the partially completed test booklet to DRC, and will affix a new District/School Label on booklet and complete the demographic information using Michigan's Goldenrod Sheet. 4. If the student already took the Writing domain via paper/pencil, the district must update the State Defined Optional Data field with a 10-digit barcode number found in the Pre-ID Student report in the BAA Secure Site. 	No
Online to Paper	One Domain Complete	<ol style="list-style-type: none"> 1. The receiving district will contact the sending district to find out which domains, if any, the student has taken. 2. New students need to be assigned to the Spring 2016 WIDA test cycle in the Secure Site and the following day the student will be loaded into AMS. 3. The receiving district will use overage or order Additional Materials and determine the appropriate tier placement to administer the test, return the partially completed test booklet to DRC, and will affix a District/School Label on the booklet and complete the demographic information using Michigan's Goldenrod Sheet. 	Yes, would need to retake the one domain that was originally completed online.
Paper to Online	One+ Domain Complete	Not possible; follow instructions for Paper to Paper process.	No